

Unit Dental Liaison (UDL) SMART BOOK

Guidelines for Obtaining Unit Dental Readiness Information



Provided by:
Ft. Campbell DENTAC

Dental Readiness is one of several aspects of soldier readiness that impacts on attaining mission success. The Unit Dental Liaison (UDL) is the key individual in the relationship between the unit leadership and the dental clinic.

This SMART BOOK provides the UDL an overview of their duties and responsibilities, and gives step by step instructions on how to access and utilize MEDPROS (Medical Protection System) and the Dental Command's worldwide patient information database, Corporate Dental Applications (CDA). By periodically accessing the information contained in MEDPROS and CDA, the UDL can provide their unit with accurate data to allow units to maintain unit dental readiness above the 95% Army standard, remove soldiers from the non-deployable dental readiness Class 3, and reduce the number of failed dental appointments.

Please read and utilize this SMART BOOK to assist your commander and unit leaders in maximizing your unit's dental readiness.

UNIT DENTAL READINESS

The Vice Chief of Staff of the Army and The Army Surgeon General have identified MEDPROS as the reporting source for all Individual Medical Readiness (IMR) measures. Dental Readiness reporting is just one of many IMR measures Unit Commanders will access via MEDPROS.

Dental Readiness is a shared responsibility by (1) the unit commander and (2) the individual Soldier with cooperation from the supporting dental clinic. The CO must ensure the soldier is made available to receive required care and be supportive of force health protection activities to reduce dentally related emergencies. The soldier must commit to maintaining their medical/dental readiness by following healthy lifestyle practices and adequate preventive hygiene patterns.

The supporting Dental Treatment Facility (DTF) is responsible for providing the dental care required to improve the Oral Health of supported soldiers, establish a strong health promotion activity to reduce the numbers of dental emergencies, coordinate with unit readiness personnel to maximize resources to supported units, and accurately record the Dental Readiness Category for each soldier.

The Dental Readiness Categories are based upon the likelihood a soldier will be lost from duty because of a dental issue (a "dental casualty") within the next 12 months.

The Dental Categories are:

- Class 1 = Soldier requires no dental treatment for next 12 months
- Class 2 = Soldier needs routine dental care, but currently has no one condition likely to cause an emergency in the next 12 months
- Class 3 = Soldier has a dental problem that is an emergency OR likely to become an emergency within 12 months
- Class 4 = Soldier needs an Annual Exam to determine their needs

DENTAL READINESS REPORTING

Unit Commanders should access all information related to their Units' Dental Fitness statuses via the MEDPROS Dental Readiness Reporting tool found at:

<https://conus.meds.army.mil/medpros/secured/>

All Unit Commanders and Readiness personnel may request access to this Web based product following the instructions in the accompanying materials.

Duties and Responsibilities of the Unit Dental Liaison (UDL)

The UDL will manage dental readiness and produce dental readiness reports through MEDPROS. Instructions to follow.

The UDL will conduct a monthly audit of the unit's personnel roster against the unit roster contained in MEDPROS and CDA. The DENTAC cannot manage the MEDPROS database. This is a unit and G-1 function. Issues with the unit database in MEDPROS need to be addressed in collaboration with G-1.

The DENTAC is responsible for managing the CDA database. If, during a unit roster audit, any discrepancies are found, please contact your Dental Readiness NCO (Clinic Readiness NCOs are listed on page 13 and 16) to resolve these discrepancies. An accurate roster in CDA is critical to effectively managing your unit's dental readiness program, as this information feeds into MEDPROS.

Periodically (recommended weekly but no less than twice a month) the UDL should view CDA to:

- Identify soldiers in dental class 3 (a potential for a dental emergency) and arrange for the soldier to obtain an appointment to have the class 3 condition corrected.
- Identify soldiers currently in dental class 4 (no exam within 1 year), and inform the soldier to obtain an exam, or make an appointment to have a dental exam performed.
- Identify soldiers about to become class 4 (exam next due date approaching) and inform the soldier to obtain an exam before that date to prevent reverting to a class 4.
- Identify Soldiers that are deployed. It is still necessary to indicate deployed Soldiers in CDA for dental management reports.
- Arrange appointments through your assigned dental clinic for soldiers in dental class 3 and 4, and for updated annual exams.

MEDPROS DENTAL READINESS REPORTING MODULE

Personnel included in the reports are identified in specific UIC's based upon current assignment information contained in the Total Army Personnel Data Base (TAPDB). Reports contain the Dental Readiness Categories of assigned soldiers as of the previous day. **(48 hr Lag)** If a soldier's location/UIC of assignment is not correct or current in the reports, the soldier's commander should contact the S-1 to make corrections to the Army Personnel System. The Dental Community has no means to change or modify the assignment location of personnel in TAPDB.

Commanders will notice a difference in MEDPROS Unit/Installation Dental Readiness percentages when compared to what DTFs were once reporting using the Corporate Dental Application (CDA) alone. The CDA system reports never included all personnel as officially assigned to Units in the TAPDB. The movement to the central personnel data base ensures that all personnel will be accounted for, and will result in changes. (e.g. Unit members who are geographically separate from their command were 'invisible' in CDA, but will be counted in MEDPROS)

The Dental Community (DENTAC/DENTAL COMMAND/OIC/NCOIC/etc) stand ready to assist as Unit commanders move to the MEDPROS interface for receiving information about the IMR of their assigned soldiers

The MEDPROS Help Desk and Readiness Coordinators are prepared to assist in answering your questions. They can also assist in setting up training for your location or provide information on attending the MEDPROS 2-Day Course in Fairfax, Virginia. You can contact a [MEDPROS Readiness Coordinator](#) near your location or contact the MEDPROS Help Desk at DSN: 761-4976 or COMM: 703-681-4976.

MEDPROS DENTAL READINESS REPORTING MODULE

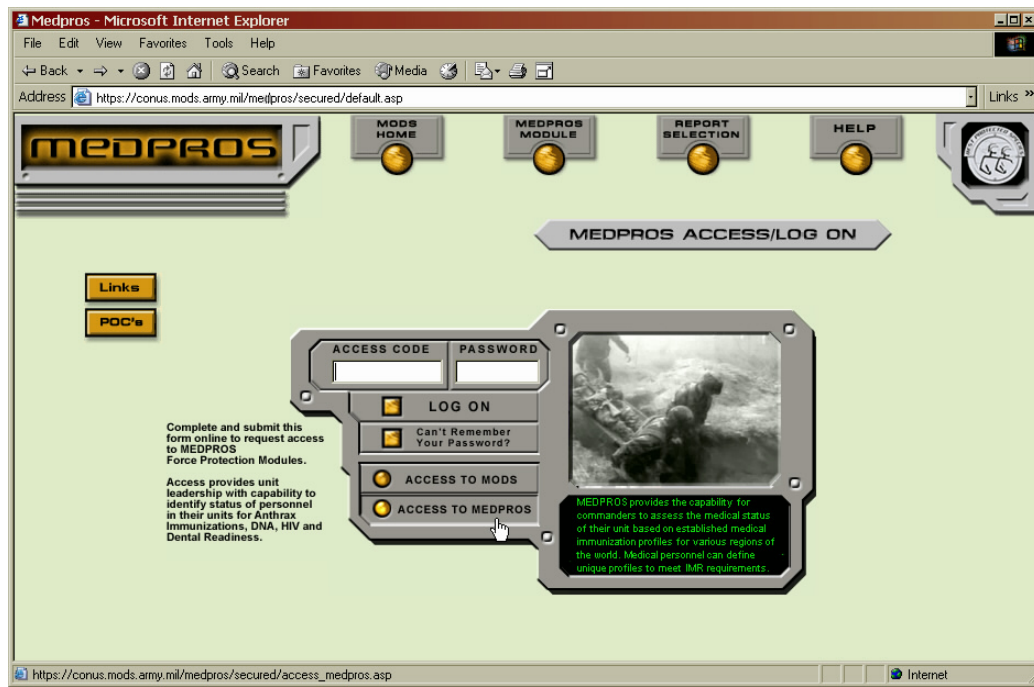
Using any internet browser, type in the following Web address:

<https://conus.mods.army.mil/medpros/secured/>

(Note “s” in [https://](https://conus.mods.army.mil/medpros/secured/) address above)



If you have not already registered to use the Dental Readiness Module, click on the “Access To MEDPROS” link on the LOG ON screen:



You will be required to fill out the On-line registration:

MEDPROS ACCESS REGISTRATION

Please complete the following form to register for MEDPROS access (For reporting options only - to obtain update capability you must click on "MODS Access". The data you submit will be used only by MODS personnel for verification purposes only! Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution. When you have completed the form, click the submit button at the bottom of the page.)

ALL TEXT IN RED ARE REQUIRED FIELDS.

This registration form is **ONLY** for the MEDPROS Web Page.
If you want/need access to the MODS system for the inputting of immunizations please click button below.

Input Immunizations

Access Code 5 to 14 alphanumeric characters, (letters and numbers only) MyLogonName

Rank/Grade Your military rank or GS grade (e.g. LTC or GS04) MAJ

First Name Your First Name (e.g. John) John

Last Name Your Last Name (e.g. Doe) Doe

SSN Your Social Security Number (e.g. 123456789) will not be disseminated. Do not use dashes or hyphens. 123

Select Dental Readiness Reporting Module:

MEDPROS Reporting Module

address Yourname@anyarmypost.army.mil

Office Symbol Your office symbol (e.g. MCCD-ABC-OP) MCDS

Location Your military location (e.g. FT Sam Houston) Ft Sam Houston

MEDPROS Server Location Which of these locations would you prefer to connect to (e.g. CONUS/Europe or Korea)? You can only pick one.
☒ CONUS/Europe
☐ KOREA

UPDATE 2/7/2003 Announcement for EMBEDDED MEDIA PERSONNEL

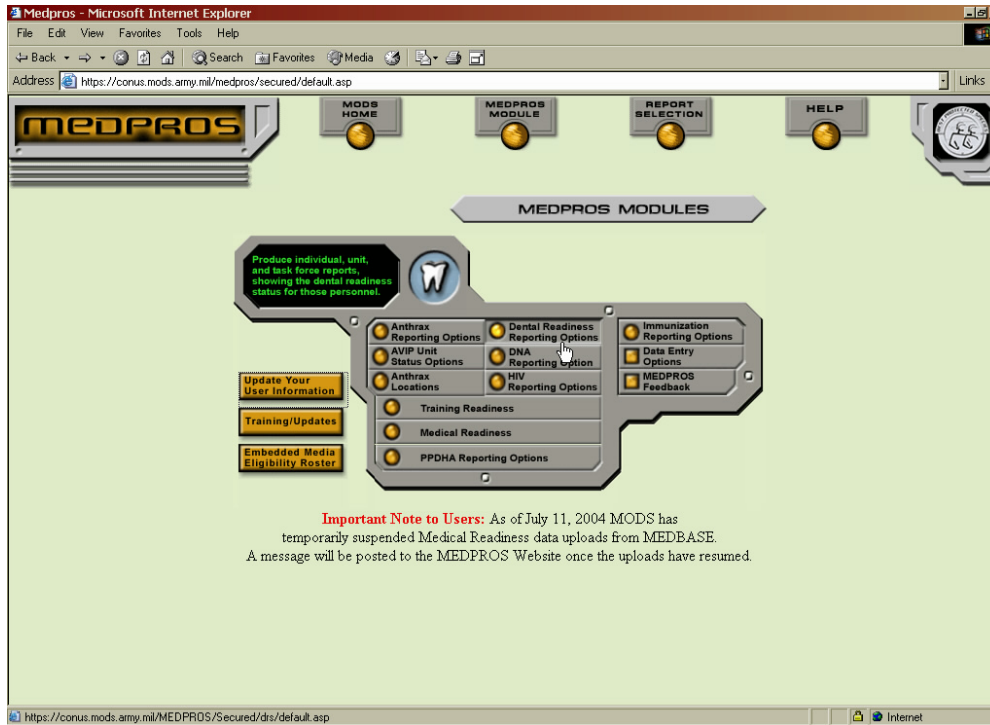
Select Module Which Reporting Module do you need to access (e.g. MEDPROS)?

☐ Anthrax Module
☐ DNA Module
☐ HIV Module
☒ Dental Readiness Reporting
☐ Medical Readiness Reports
☐ Training Readiness Reports
☐ Immunization Reports

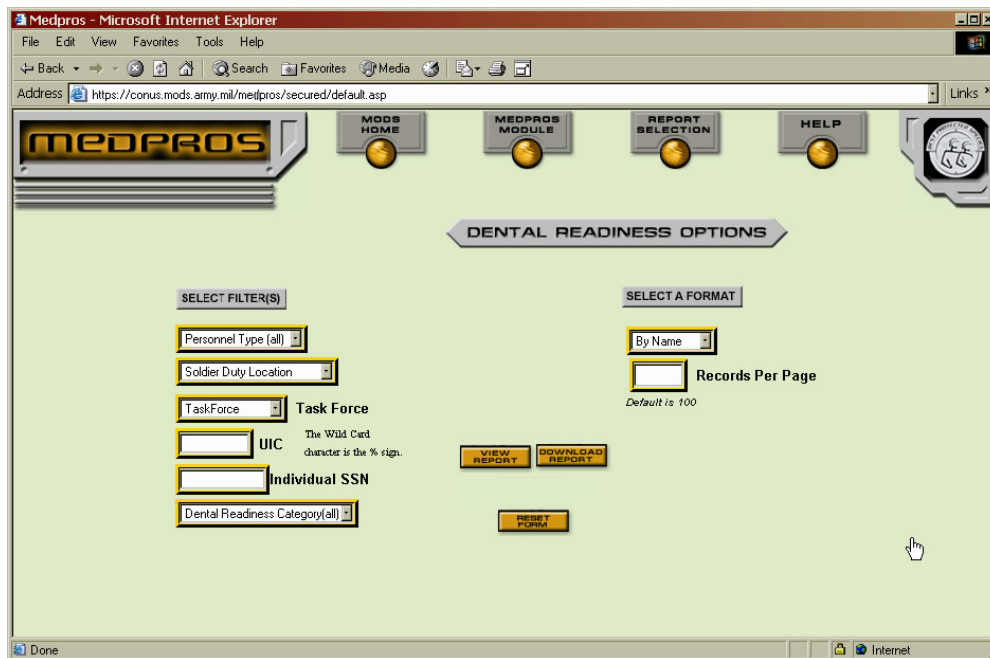
*****IMPORTANT MESSAGE*****
 When completing this form, original instructions were to NOT select any module. Those instructions are inaccurate. Embedded Media Personnel must select the ANTHRAX checkbox below.

Reset Submit

Follow the instructions presented after selecting the “Submit” button to log on the system. Once you log on to MEDPROS you will see the following screen:

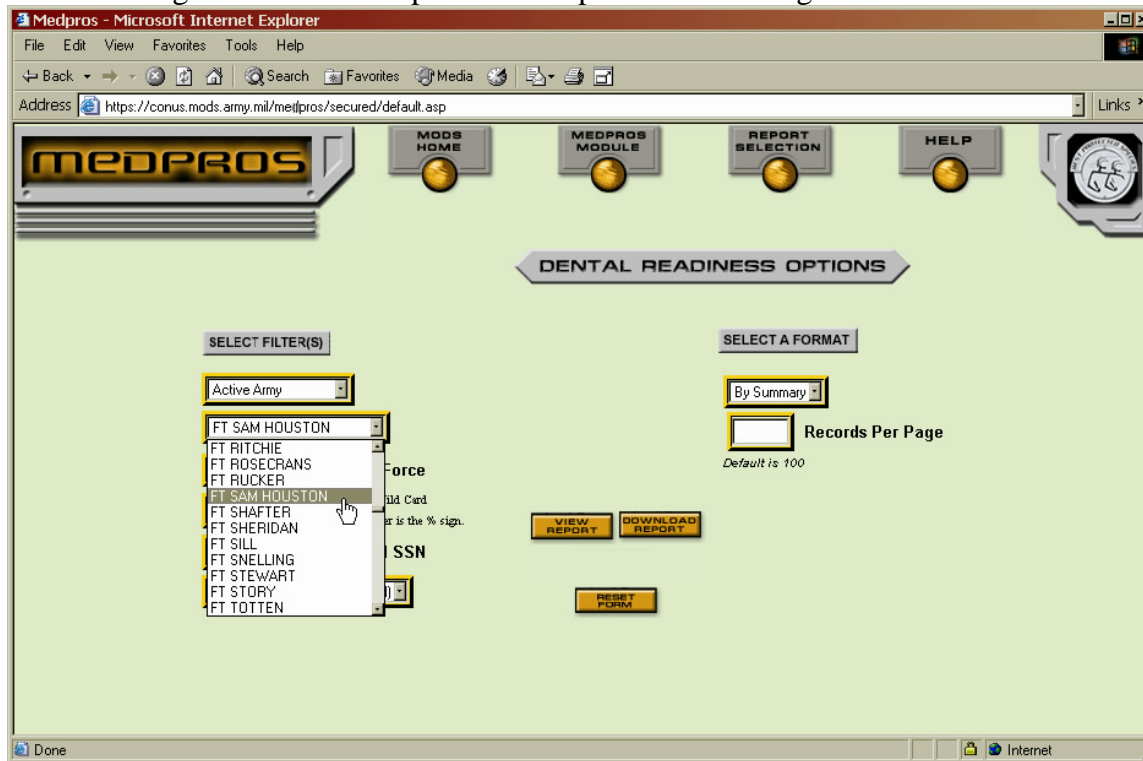


Dental Readiness Reporting Options will take you to the Dental Module:

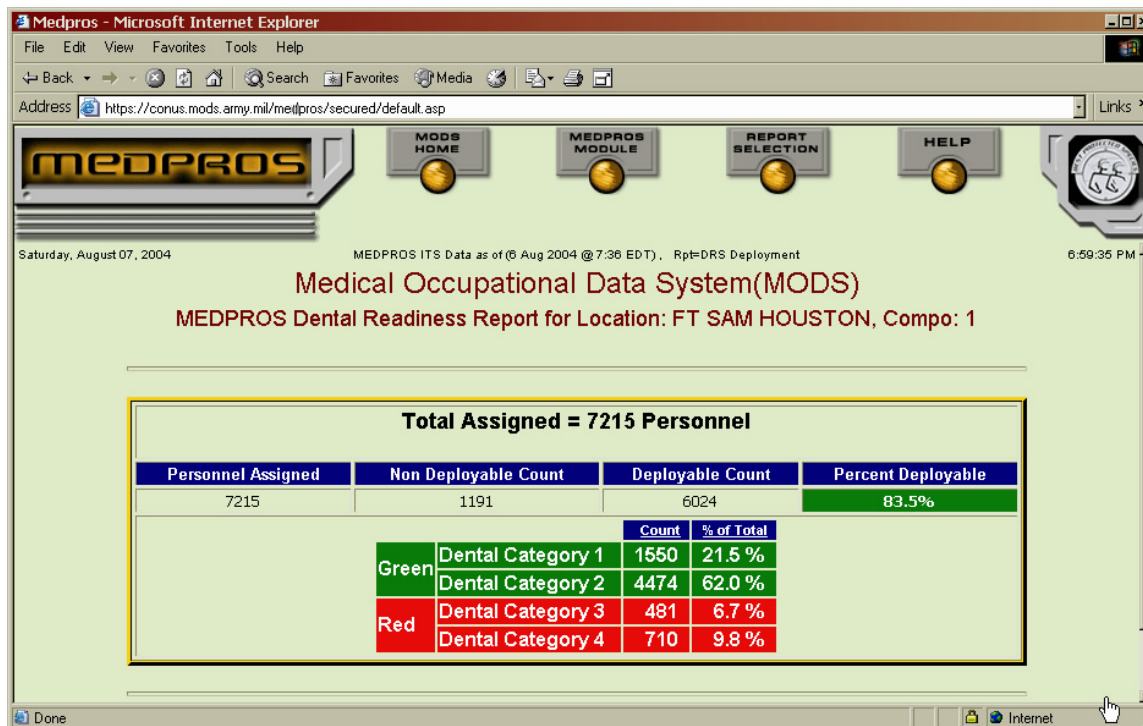


It is from this screen that all Dental Readiness reporting is generated. **NOTE: Task Forces in MEDPROS are NOT the same as those found in CDA.**

The following are several examples of the reports that can be generated:



Summary of COMPO 1 Soldiers assigned to Fort Sam:



Enter a UIC and you can generate a by name roster...

Medpros - Microsoft Internet Explorer

Address: https://conus.mods.army.mil/medpros/secured/default.asp

MEDPROS

MODS HOME MEDPROS MODULE REPORT SELECTION HELP

DENTAL READINESS OPTIONS

SELECT FILTER(S)

Active Army

Soldier Duty Location

Task Force Task Force

W3U5AA UIC The Wild Card character is the % sign.

Individual SSN

Dental Readiness Category(all)

SELECT A FORMAT

By Summary

By Name

By UIC

By Location

By Summary

Records Per Page

VIEW REPORT DOWNLOAD REPORT

RESET FORM

Medpros - Microsoft Internet Explorer

Address: https://conus.mods.army.mil/medpros/secured/default.asp

MEDPROS

MODS HOME MEDPROS MODULE REPORT SELECTION HELP

DRC	Reason	Date Of Next Exam	Name	SSN	Rank	AOC/MOS	UIC	Station	Compo**
1		1/17/2005	ALONSO FRANCISCO	1926	SSG	42A3L	W3U5AA	FT SAM HOUSTON	1
2		6/25/2005	BREHM BRUCE BRADFORD	1852	LTC	63H9C	W3U5AA	FT SAM HOUSTON	1
1		4/30/2005	BROOKS SIDNEY ALAN	7035	COL	63B9B	W3U5AA	FT SAM HOUSTON	1
4	Next Exam Overdue	8/2/2004	CAMPBELL KYLE CHRISTOPHER	6821	MAJ	67A00	W3U5AA	FT SAM HOUSTON	1
2		6/26/2005	CHAFFIN JEFFREY GEE	7944	LTC	63H9B	W3U5AA	FT SAM HOUSTON	1
1		5/9/2005	DYCUS JAMES THOMAS	3991	SFC	91E40	W3U5AA	FT SAM HOUSTON	1
2		8/14/2005	HALE STEVEN DANIEL	7124	LTC	67A00	W3U5AA	FT SAM HOUSTON	1
1		6/24/2005	JENNINGS DENNIS EUGENE	3100	COL	63F9A	W3U5AA	FT SAM HOUSTON	1
2		9/3/2005	LAMBERT RONALD JAMES	3056	COL	63B9A	W3U5AA	FT SAM HOUSTON	1
2		8/14/2005	LUCIANO WILSON JOHN	9441	COL	63B9A	W3U5AA	FT SAM HOUSTON	1
2		8/20/2005	PIROFSKY TINA LOUISE	5203	SFC	91E40	W3U5AA	FT SAM HOUSTON	1
1		7/23/2005	ROTHFUSS LARRY GENE	9098	COL	63B9B	W3U5AA	FT SAM HOUSTON	1
2		8/19/2005	SCHMIDT JIMMIE CARL	6864	COL	63B9A	W3U5AA	FT SAM HOUSTON	1
1		1/17/2005	SCOTT ARTHUR CHARLES	8280	COL	63B9A	W3U5AA	FT SAM HOUSTON	1
1		8/13/2005	SHERIDAN STEPHEN CRAIG	7104	CPT/P	67A00	W3U5AA	FT SAM HOUSTON	1
2		8/1/2005	SPADARO STEPHEN EDWARD	8641	SGM	91Z5M	W3U5AA	FT SAM HOUSTON	1
DRC	Reason	Date Of Next Exam	Name	SSN	Rank	AOC/MOS	UIC	Station	Compo**
1		4/16/2005	STORZ JOHN PETER	7703	COL	63B9B	W3U5AA	FT SAM HOUSTON	1

The following instructions can be accessed at anytime by clicking on the “Help” Icon while in the Dental Readiness Module:

How do I access and create the Dental Readiness reports?

- a. **For an Individual. (To create individual reports by an SSN).**
 1. Click on "Dental Readiness Options" located on the MEDPROS Modules dashboard.
 2. Under "Pick a Filter" enter the individual SSN in the space provided.
 3. Under "Pick a Format" select from "by Name", "by UIC", "by Location, or "by Summary".
 4. Once you have completed your choice, click on "View Report" (brings up the report on your screen).
- b. **For a Unit. (To create a roster or summary report for all personnel in a UIC).**
 1. Click on "Dental Readiness Options" located on the MEDPROS Modules dashboard
 2. Under "Pick a Filter" enter in the UIC. **(Remember that you can utilize the % sign as a wild card for the last two characters for the UIC to also view all the derivatives of the UIC).**
 3. Under "Pick a Format" select from "by Name", "by Location", or "by UIC". We recommend you select either "by Location" or "by UIC" where these will give you the unit designation and/or location, while by name will not.
 4. Once you have selected, click on "View Report" (brings up the report on your screen).
- c. **For a Location. (To create a roster or summary for personnel of a specific geographical location as recorded on the personnel database).**
 1. Click on the "Dental Readiness Options" located on the MEDPROS Module dashboard.
 2. Under "Pick a Filter" click on the arrow to the right of the Location field. This will drop down a menu, where you can select from the locations provided. ***NOTE: By selecting a location, any individual who is part of the unit that is not located in the location selected will not be reflected in this report. To get all individuals in a unit, use the "UIC" filter under "Pick a Filter".***
 3. Under "Pick a Format" enter in "by Name", "by Location", or "by UIC". We recommend you choose either "by Location", or "by UIC" where these will give you the unit designation and/or location, while "by Name" will not.
 4. Once you have selected, click on "View Report" (brings up the report on your screen).

How do the filters in the Dental Readiness Options limit the reports?

Personnel type filter By selecting one of these filters, you can limit the report to a single personnel type or all Army personnel. (Active Duty, ARNG, Reserves. The default will pull up all personnel types **Including Civilian personnel in the system**).

- a. **Location filter** By selecting this filter, you will limit your report to personnel at that location. When selecting a location, any individual who is part of the unit that is not located in the location selected, will not be reflected in this report. To get all individuals in a unit, use the "UIC" filter under "Pick a Filter".
- b. **UIC Filter** By selecting this filter, you will limit your report to personnel assigned to the UIC entered. ***(Remember that you can utilize the % sign as a wild card for the last two characters for the UIC to also view all derivatives of that UIC. Recommended when building reports for battalion level UICs or other UICs with one or more derivatives).***
- c. **Dental Readiness Category** By selecting this filter, you will limit your report to personnel by dental category (Class I - IV), by personnel who are either all deployable (category I and II) or all non-deployable (category III - IV). By default "Dental Readiness Category (all)", will show all personnel regardless of their current dental category.

How do the Report Formats in the Dental Readiness Options affect the appearance of the reports?

- I. **By Name** (provides alphabetical listing of all personnel in a unit or location. Best used when building report for one company or detachment level UIC. Advantage is ability to resort by column headers).
- II. **By UIC** (Primary sort in this report will be by each UIC, then alphabetically within the UIC. Best used when building reports for battalions or locations when you want to separate out each unit).
- III. **By Location** (Primary sort in this report will be by location, then UIC, then alphabetically within the UICs. Best used when building reports for units that have personnel assigned to different locations).
- IV. **By Summary** (Provides a numerical summary for the unit or location, categorizing personnel assigned to unit or location, Non-deployable count, Deployable count, and % Non-deployable of total personnel. It shows count and percentage for each status of the total personnel assigned.)
- V. **Records Per Page** (Limits the amount of records that will be seen per page of the report. The default is 100 records per page. This format feature can help resolve "timing out" issues some locations may experience.)

How can I find out what the different columns and codes mean on each report?

See the legends at the end of each report for a complete description of column headers and report codes.

How can I download this report into an Excel spreadsheet?

To download a report into an Excel spreadsheet, simply click on "Download Report" button. This brings up File Download Box; make sure "Save this file to disk" is selected. Click on "OK". This brings up the "Save as" box where you will select where you want the report saved on your computer. Type in a file name. "Save as type" should have Microsoft Excel worksheet in it. Click "Save". This brings up the box, which shows the file being sent. Upon completion a box stating "Download Complete" will appear.

Glossary of Terms- Alphabetical listing of common terms and acronyms used in MEDPROS Reports.

AVIP- Anthrax Vaccine Immunization Program

DoD program created to oversee the Anthrax Immunization Program. Army Surgeon General is executive agent for AVIP DoD.

COMPO- Army Component

Active Army- All personnel on full-time active duty, also referred to as COMPO 1 in MEDPROS Reports.

ARNG- Army National Guard, also referred to as COMPO 2 in MEDPROS Reports.

USAR- U.S. Army Reserves, also referred to as COMPO 3 in MEDPROS Reports.

DEERS- Defense Eligibility Enrollment Reporting System

DEERS is the FINAL repository for all immunization data for the entire Department of Defense. Each service (Army, Air Force, Navy) has their own immunization tracking system, but each of these systems feeds the DEERS database with the immunization data.

Dental Readiness

All soldiers are classified as Dental Category 1, 2, 3, or 4 by the Corporate Dental Application (CDA). Classification determined by date of last exam and any unresolved dental issues.

DNA- Deoxyribonucleic Acid

Samples kept on file at the Defense Manpower Data Center for identification requirements (required of all Army personnel)

DMDC- Defense Manpower Data Center

FAQ- Frequently Asked Questions

HIV- Human Immunodeficiency Virus

Test for presence of the Human Immunodeficiency Virus required of all Army personnel on a two year (Active Army) or five year (Reserve Components) basis. Six months for deployments.

MACOM- Major Command

i.e. Forces Command (FORSCOM), Medical Command (MEDCOM), etc.

MEDPROS- Medical Protection System

Module of MODS that tracks Medical Readiness requirements such as vaccinations, DNA, HIV, and Dental Readiness.

MITS- Military Immunization Tracking System

Air Force system for tracking immunization and other clinical information, feeds DEERS.

MODS- Medical Occupational Data System

The Medical Occupational Data System (MODS) is an MHSS migration system which provides the Army Medical Department (AMEDD) with an integrated automation system that supports all phases of Human Resource Life Cycle Management in both peacetime and mobilization. This online system provides commanders, staffs and functional managers of AMEDD organizations with a real-time source of information on the qualifications, training, special pay and readiness of AMEDD personnel. Current operational modules:

Officer, Enlisted and Civilian File Management
National Guard / Army Reserve File Management
Command Grade Allocation and Distribution
Manpower Program and Analysis
Incentive Special Pay Contract Management
GME/GNE/GSE/GDE Management and Analysis
Promotion Modeling
Strength Management
Transition / Separation Management
Professional Filler System (PROFIS) & IMA Back fills

****MEDPROS Force Readiness Module (Includes Immunization Tracking)**

CORPORATE DENTAL APPLICATION (CDA)

Instructions for Obtaining a CDA Password

Contact your supporting dental clinic Dental Readiness NCO. Here is the current list:
DENTAL READINESS NCOs & CLINIC LOCATIONS

Epperly Dental Clinic
Ms Michele Canty
798-3770\3772

Kuhn-LaPointe Dental Clinic
SSG Wallace
956-0380

Taylor Dental Clinic
SSG Rodriguez
956-1851

You will be required to complete and submit a UCV Request Form.

With the submission of this form, the Dental Readiness NCO can initiate your UCV account. You will receive the following email notice to the email address you have submitted on your account request form.

EMAIL Notification:

Greetings:

A new UCV password has been established for your account. When signing into <https://conus.dencom.army.mil/ucv/>, please use the following account information:

Login ID: W3U5AA
Password: fbuCHOIKdh

To change this temporary password, please log in to <https://conus.dencom.army.mil/ucv/> where you will automatically be directed to the appropriate module to complete this request.

If you have any questions, or require any additional assistance, please contact your local dental activity.

Best Regards,
CDA Support Team

NEW PASSWORD REQUIREMENTS:

UCV Users are required to have the 10 character password.
When the user logs in for the first time, they will be required to change their password.
Also, the user will be required to change their password every 6 months. In either case, the user will receive the following prompt when accessing CDA:

It's TIME to change your password!!

All UCV users will be required to change their UCV passwords on their UCV accounts to ensure compliance with Department of Defense security regulations.

Passwords must now be **TEN** characters, no more, no less.

Passwords must contain a minimum of two elements from each of the below four types of criteria.

1) **TWO** Letters - Upper Case ABCDEFGHIJKLMNOPQRSTUVWXYZ

2) **TWO** Letters - Lower Case abcdefghijklmnopqrstuvwxyz

******(Passwords are now case sensitive)******

3) **TWO** Numbers – 1234567890

4) **TWO** Special Characters - !@#\$%^&*

a. **The percent (%) sign is to be excluded.**

Example: AAbb11@@me

Type in New Password again to confirm.
Click on OK.

Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Additional UCV Account Information:

- The UCV Manager will not know the Password for the UCV users.
- If the UCV user forgets their password they will need to contact the UCV Manager.
- The UCV Manger will edit your account, and an email will immediately be sent to the user with a new password which will need to be changed.
- Any UCV account that is not used within a 3 month period will be deactivated.
- UCV users will be required to change their password every 6 months.

Accessing Your Dental Readiness Account

Once your CDA Dental Readiness Access account has been set up, follow these steps to access CDA:

- Go to www.dencom.army.mil
- Click on the UCV tab at the top of the page
- Enter your access code & password to open the database.
- You should now see your unit readiness statistics.
- Click on detailed view and you will see your unit roster
- You can sort by name, classification, or next exam due date
- You should be able to print from this screen

If you try to log in three times and fail, your account will go inactive. At that time, you'll need to call your Dental Readiness NCO to reactivate your account. If you should have any problems logging in or have any other questions, please don't hesitate to call your Dental Readiness NCO.

UCV Instructions for Viewing Upcoming Dental Appointments

Access the UCV page as you do for readiness reports

- Scroll down to bottom of your soldier listing
- Click on Appointments
- Adjust starting date and ending date to reflect the parameter of appointments you wish to view
- Click on Get Appointments
- Appointments will come up

To print: right click and select print

Failed Appointments/Non-Deployable Soldiers

To obtain a listing of soldier who have failed an appointments follow instructions as above. When the appointments come up, those with a yellow background will signify either a failed appointment or a non-deployable soldier.

Methods of Obtaining a Dental Exam

The DENTAC offers units 2 ways for soldiers to access the clinic to obtain their annual dental exam.

Walk in exams during sick call hours (clinic sick call hours are listed on page 5). A soldier could miss PT one morning every 12 months and knock this requirement out.

Units can coordinate with their assigned dental clinic for a group examination.

If you have several soldiers, 10-25 or even more, we can make arrangements to have several dentists available to quickly examine multiple soldiers from your unit. However, unit leaders need to know that if we agree and schedule to examine a significant # of soldiers, we are entering into a binding contract. If we arrange our patient schedule to examine 20 patients, and the unit comes with 7 or 8, the DENTAC Commander will immediately request an explanation from the unit commander and senior NCO and notify their chain of command. Supported units will not waste the DENTAC's most critical resource-time- through non compliance with a group examination agreement.

These instructions have been compiled in order to be comprehensive yet concise. If you have any suggestions to improve this Smart book, please provide feedback to you Dental Readiness NCO

DENTAL READINESS NCOs & CLINIC LOCATIONS

Epperly Dental Clinic
Ms Michele Canty
Michele.Canty@se.amedd.army.mil
3603 49th & Indiana
798-3770\3772

Kuhn-LaPointe Dental Clinic
SSG Wallace
jamie.b.wallace@us.army.mil
5979 35th & Desert Storm
956-0380

Taylor Dental Clinic
SSG Rodriguez
Earl.Rodriguez@se.amedd.army.mil
5580 Air Assault & Desert Storm
956-1851

CLINIC EXAMSICK CALL HOURS

Epperly Dental Clinic
0730-1030
1230-1530

Kuhn-LaPointe Dental Clinic
0730-1030
1230-1530 (exams only)

Taylor Dental Clinic
0730-0900